

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NE-40-04
		募集締切日： Closing Date	12 Feb 04
		発行日： Date of Issue	30 Jan 04
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>1</u>) Sales Checker #241 (セールスチェッカー) <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">2 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Retail Division, Fleet Recreation Center 勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> Permanent 常用	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days / week 勤務時間 Work Hours 8 hours / day 0700-2200 の間で 8 時間勤務 休憩 Recess Period 45 minutes / day 45 分休憩 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Checks purchases of customers for price, indicates the section from which purchases, totals purchases on register, receives cash/check from customer and makes change. Receives a cash fund for the register and turns in an equal amount plus all monies received during the day. Totals sales on tape and checks against cash on hand. Assists in restocking of shelves and in the periodic inventories. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification / Physical Requirements a. One year of general work experience OR completion of 2 years junior college/2-years of technical school or 4-years degree in any field. b. Knowledge of customer service concepts and practices. c. Ability to communicate orally and in writing. d. Ability to operate a cash register, count cash and accurately make change. e. Ability to make mathematical computations and operate a 10 key calculator. f. Ability to prepare and maintain detailed records such as sales records, etc. g. Ability to speak, read and write English at elementary proficiency level. Handicapped applicants may be accepted, depending on the degree and kind of disability. 障害のある方は、障害の種類や度合いにより、考慮されます。			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * 上記は英語で記入 * Complete in English <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cmx23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular schedule. 不規則勤務有り
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
・ 担当部署／担当者名 Office Navy Exchange, Yokosuka Human Resources Office ネイビーエクスチェンジ ヨコスカ 人事課 ☎直通 046-822-7526 ☎直通 046-816-5149	〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎直通 046-816-8152	PD No.: NEX-FRC-002
		PD is accurate and current. Certified by Activity: at
		HRO: at 1/30so1/30

応募要項を満たしていない場合、選考の対象になりません。

Incomplete applications will not be processed.

提出された応募書類はお返ししません。

Submitted applications will not be returned.